



# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Longview, WA Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY \*\*AMENDED\*\* 4/27/06

|  |  |   |  |
|--|--|---|--|
| 1. <u>Announcement Number</u><br><br>T-06-268-DB   | 2. <u>Title, Series, Grade, Salary</u><br><br>Nursing Assistant<br>GS-621-5<br>\$14.14 to \$18.39 per hour | 3. <u>Tour of Duty</u><br><br>Work Schedules<br>vary depending<br>on need; work<br>conditions may<br>require a change<br>in the tour of<br>duty | 4. <u>Duty Station</u><br><br>Nursing Skilled Care<br>Unit & the<br>Comprehensive<br>Rehabilitation Unit,<br>Rehabilitation &<br>Long Term Care<br>Division<br>Vancouver, WA |
| 5. <u>Type &amp; Number of Vacancies</u><br><br>Temporary, NTE One year,<br>**May not be extended<br>beyond one year.**<br>One or More Intermittent<br>positions | 6. <u>Contact</u><br><br>Human Resources<br>Assistant<br>503-220-8262 x 57317                              | 7. <u>Opening Date</u><br><br>4/27/06   | 8. <u>Closing Date</u><br><br>Until Filled<br>1 <sup>st</sup> Consideration<br>Date: 5/17/06   |

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent performs a variety of routine and complex patient care procedures. Delivers skilled individual patient care. Observes patient needs and selects priorities in patient care. Orients patient to the nursing unit. Performs a range of monitor duties that include taking and recording vital signs, performs CBG readings, obtains specimens, setting up and assisting diagnostic examinations. Prepares patient for surgical procedures. Performs a range of treatment procedures which include application of complex sterile and non-sterile dressings, ostomy management, bladder care, enemas, and tracheotomy care. Participates in patient/family teaching and discharge planning. Uses universal precautions.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-621 series applies and may be reviewed in the Human Resources Management Service office.

**Specialized Experience:** : One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Substitution of Education for Experience:** Four (4) years course of study above high school of successfully completed education above the high school level, with courses related to the occupation. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

### BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

**On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:**

1. Ability to provide basic nursing care functions commonly performed by Nursing Assistants such as activities of daily living: bathing, dressing, toileting, ambulation, feeding; minor procedures such as simple dressing changes, patient care charting and assistance with other patient care functions under the supervision of an RN.
2. Knowledge of equipment terminology.
3. Knowledge of terminology related to topical medications (lotions, creams, ointments and bowel care products (enemas and suppositories).
4. Knowledge of standard medical terminology.
5. Skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

(Continued on next page)

## VACANCY ANNOUNCEMENT INFORMATION SHEET

### CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

**All application packets must be received in Human Resources by Close of Business (COB) on 5/17/06 for first consideration. This position is Open until Filled.** Application forms may be obtained in Human Resources Office or on our external website [www.va.gov/Portland/hr/index.asp](http://www.va.gov/Portland/hr/index.asp)

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: T-06-268-DB**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*  
Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

### **US Citizens must submit:**

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). **(REQUIRED)**.
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

### APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**